Update on PEMS Service Delivery Forms - 2/16/2006

All Forms

- Include PEMS Table Name in the header
- Include PEMS Table Letter and Number where applicable for form items
- Include Mandatory reporting items
- Items that are not CDC-required are marked with an *

Enrollment Form (PEMS Tables G1, G2, G3 and part of Table H)

- Required for all interventions that are reporting client-level data
- Generally filled out at time that client enrolls in the intervention
- Collects basic demographics
- Collects information on HIV test results
- Information on how client got into intervention

Risk Assessment Form (PEMS Table I)

- Required for all interventions that are reporting client-level data
- Generally filled out at enrollment and end of intervention, but may also be done during the intervention, depending on the length and purpose of the intervention
- Collects more detailed risk information than the enrollment form

Session/Encounter Form (PEMS Table H)

- Required for all interventions that are reporting client-level data for individual sessions
- Collects information on activities covered during the session

Attendance Log Form (PEMS Table H)

- Required for all interventions that are reporting client-level data for group sessions
- Collects information on activities covered during the session
- Data will need to be entered by individual client in PEMS

Initial Referral Form (PEMS Table X7)

- Used for referrals made to clients in interventions that are capturing client-level information
- One form for each referral made
- PEMS will generate a referral code that will be used for tracking

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Follow Up Referral Form (PEMS Table X7)

- Used to track referrals made to clients in interventions that are capturing client-level information
- One form for each referral made
- Enter outcome of initial referral (system will default to "lost to follow up" after 60 days)

Aggregate HERR/Outreach Form (PEMS Table AG)

- Used to track aggregate information for some group level and basic street outreach interventions where client level data cannot be captured
- Enter activities done and materials distributed
- Estimate persons served by demographics

Aggregate HCPI (PEMS Table HC)

- Used to track aggregate information for health communication/public information interventions
- Enter activities done and materials distributed
- Estimate persons reached by different methods of delivery